

# **Prudence Island Water District Meeting Minutes**

**January 30, 2010**

**Call to Order:** Moderator Dave Buffum called the meeting to order at 1:00PM. **Members Present:** Phillip Brooks; Dave Buffum, Moderator; Leo Perrotta, Clerk. Also present were Patricia Richard, Treasurer and Will Capron, System Administrator. A quorum was present. Absent – Ricky Brooks.

**Approval of Minutes:** Minutes of the January 9, 2010, motion to approve by Phil Brooks, seconded by Leo Perrotta, approved unanimously.

## **Administrative**

**Treasurers Report:** All year-end payroll tax tasks have been completed; 1099s were filed online, \$25 charge but much neater than making out forms in longhand, Ms. Richard to be reimbursed.

\$76071.46 in revenues collected since Dec 1 billing. \$12189.39 in open invoices. Second billing has gone out. Customer contacted district about missing payment. Ms. Richard wrote letter of apology, does not know where payment went.

BOA declined to renew line of credit, should look for credit elsewhere, also should look at changing terms of existing checking

**account. Should look into short term CD.**

**IRS says public officials that receive money are considered employees, Ms. Richard figured out what pay should be to stay within 6k budget and still meet payroll tax obligations, works out to 218.00 per pay period.**

**District Policy for Cross-Contamination Control Plan: No update from RIDOH yet, Mr. Buffum will send e-mail inquiry. Legislation introduced at the state house to rescind CCCP regulations.**

**Facilities Lease: Dave talked to Stan Nacewicz, who requests that the district eliminate reference to town appraisal and should be good to go; let insurance co. decide what the damage is.**

**Revision of bylaws regarding termination of service: Discussion on excessive breakage requiring customer to fix lines; also considering a fee for seasonal shutoff requests. (\$25). Mr Buffum asked Ms. Richard to check on whether rates have been updated in her copy of bylaws; said she was pretty sure it had been updated on the web site.**

## **Technical**

**System Managers Report: Correction to leak reports on minutes of January 9, 2010.**

**Contacted DOH regarding number of service connections, went over customer database and verified in the field. Max population 805 rather than 1500.**

**Repaired leak on Narragansett Ave.**

**Repaired leak on Chase Ave, leak never rose to surface as it went directly to a storm drain, difficult to find.**

**Cleared brush from Ross Lane to Mill Creek, 90% done. Also worked on clearing from Narragansett Ave to Mill Creek. Water line is not where Mr. Capron thought it was, Marcy Dunbar located it for him.**

**Talked with customer regarding condition of his service line and expressed opinion that it needs to be replaced.**

**Talked to Gary Chobanian of RIDOH about project priority list, conflicting info about projects, Ms. Richard says that she has those applications.**

**Spoke to Gary Smith at RI DOH about procedure for having big blue cleaned, stated that tank is to be taken offline, cleaned, refilled, and bacterial sample taken, wants to see Extech's info about online tank cleaning.**

**Monthly bacterial sample is clean.**

**All equipment with internal combustion engines tested and operating properly.**

**Letter from Mt. Hope Engineering re septic system installation on Gov. Paine Rd. Needs district approval for septic site plan. Mr. Capron investigated and does not believe that water line referenced in septic site plan is active; active line meets DEM standard for separation distance from septic system. Letter to Mt Hope explaining the situation and requesting that if old line is ever activated, an appropriate backflow device is installed by property owner.**

**Other: Water table monitoring tomorrow.**

## **New Business**

**Appointment of board member: Robert Hanson was sworn in as a board member, which should help to alleviate problems in fielding a quorum of the board for meetings.**

**Correspondence: Email from Sen. Whitehouse office re applications for appropriations funding, now to be done online.**

**Email from person on waiting list regarding his position on the list and inquiring when “everybody was going to be hooked up”. Ms.**

**Richard replied to the person and explained that the district was still working to establish proper water resource management and is continuously re-evaluating system capacity.**

**E-mail re tentative agreement on escrow from R. Kinder.**

**Other: Russell Sattler appeared before the board to clarify the status water connections for properties between Broadway and Hornbine. Hardware was installed on Broadway for hookups by PIUC; the district subsequently received a request for hookups on the Hornbine side and installed hardware there. Mr. Buffum explained to Mr. Sattler that his request was for hookups on 2 lots, and that he was entitled to one connection for each lot, regardless of the hardware installed, pointing out that it was not unheard of for a customer to install a connection in one location and then find that it was not suitable and ask for a connection in another location. That did not entitle them to 2 water services. Mr. Sattler asked if the PIWD was honoring the waiting list maintained by PIUC. Ms. Richard said that they had agreed to honor those obligations at the time of purchase. Mr. Sattler asked if the district was aware that hookups had been installed on Broadway at the time he made his request for 2 connections on Hornbine. Mr. Capron said that although the Broadway hookups had been installed by PIUC, they are not on an active water line. The district was operating on the assumption that he wanted hookups on a live line. Mr. Sattler asked for a copy of the waiting list. Discussion ensued as to whether the waiting list is a public record. Mr. Perrotta said a legal**

opinion was needed. Mr. Sattler said that he had the lots subdivided and asked what he had to do to get 2 additional water services for the subdivided lots. Mr. Perrotta explained that he had to make a written request to be put on the waiting list. Mr. Sattler asked if a duplex would require a connection for each unit. Mr. Buffum said it would.

Glen Maclaughlin informed the board that when R. Garlick was facilities manager, he asked for hardware to be installed for a service connection so that if he experienced difficulty with his well, lead time would be minimal for an emergency water service hookup. Mr. Buffum said that if he were not paying a water bill, he had no right to a service connection, but he could make a request to be on the waiting list. Mr. Maclaughlin said he would make a written request.

Meeting was adjourned at 2:45PM upon a motion made by Dave Buffum and seconded by Phil Brooks. (approved unanimously)

Next meeting is February 20, 2010.

Patricia Richard, treasurer